

## **SUPPORTING STATEMENT**

### **Justification statement for Help America Vote Act (HAVA) Voting Access Annual Report 0985-0032**

#### **A. Justification**

##### **1. Circumstances that make the collection of information necessary**

The Help America Vote Act (HAVA) report from States and Units of Local Government is required by federal statute and regulation. The report is provided in writing to the Administration for Community Living, Administration on Intellectual & Developmental Disabilities. Each State or Unit of Local Government must prepare and submit an annual report at the end of every fiscal year. The report addresses the activities conducted with the funds provided during the year. The information collected from the annual report will be aggregated into an annual profile of how States have utilized the funds and establish best practices for election officials. It will also provide an overview of the State election goals and accomplishments and permit the Administration on Intellectual and Developmental Disabilities to track voting progress to monitor grant activities. ACL is requesting an extension of the previously approved collection.

##### **2. Use of information**

###### Annual Report

A copy of the annual report narrative and guidelines for States and Units of Local Government is attached.

##### **3. Use of information technology**

The Administration on Intellectual and Developmental Disabilities (AIDD) has no funding under the Developmental Disabilities (DD) Act to support an electronic reporting process for the Help America Vote Act (HAVA) Voting Access Annual Report.

##### **4. Efforts to identify duplication**

There have not been any formal efforts to identify duplication because there are no similar programs collecting information

regarding the Help America Vote Act (HAVA) program.

**5. Information collection involving small businesses**

The information collected does not involve, nor result in assignment of burden to any small business. It is collected from 55 designated states and units of local government.

**6. Consequence to Federal program or policy activities if collection is conducted less frequently**

No accountability of how HAVA funds are being used.

**7. Special circumstances**

There are no special circumstances governing the collection of data.

**8. Outside consultation regarding availability of data**

The application format has been suggested to the States and units of local government since fiscal year 2003. The format is based on the four (4) mandated areas of activities authorized under 42 USC 15421 of the Help America Vote Act.

A 60 day comment period was provided. The solicitation of comments for the proposed information was published in the Federal register, volume 79, page 30148, on May 27, 2014.

There were no public comments regarding the application and annual report.

**9. Provision of Payments of gifts to respondents**

No payments or gifts to respondents are planned.

**10. Assurance of Confidentiality**

This information collection does not require an assurance of confidentiality.

**11. Questions of a sensitive nature**

Not applicable

**12. Estimates of the hour burden of the collection of information**

The following is the hour of burden estimate for this information Collection and the total annualized cost of the hour burden for the *Voting Access Annual Report*:

Type of Respondent	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
STATES	55	1	20	1100	\$35.00	\$38,500
<b>Total</b>				<b>1100</b>		<b>\$38,500</b>

The estimates of annual burden to states vary greatly with the size, program complexity and capability of the States. Consultations with selected States indicated a range of times would vary. The current approximation of annual burden for the annual report is 4 hours for five (5) working days which equals 20 hours. The total estimated burden hours for the states and local units of government are 1,100.

**13. Estimate of the annual cost burden to respondents resulting from the collection of information**

The annual burden to respondents resulting from the collection of information for annual report from the states and local units of government is \$4,125.00. ( $\$75.00 \times 55 = \$4,125.00$ )

**14. Estimates of annualized cost to the Federal Government**

The computation for the annual report is based on the Program Specialist will devote an annualized estimate of 200 hours every year to organize and review the annual reports and to generate analysis of the information.

Total Estimated Federal Costs is \$6,050

**15. Reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I**

Not applicable

**16. Plans for tabulation and publication**

Not applicable

**17. Reasons for not displaying expiration date**

The results of this information collection are not planned to be published for statistical use.

**18. Explanation for each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," on Form OMB 83-I**

Not applicable

**B. Collections of Information Employing Statistical Methods**

Not applicable